Superintendent's Authority

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee’s contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

When it becomes evident that staff will be reduced due to loss of funding, a program change, current projected staffing needs based on the master schedule, school closure, or consolidation, the department chief or designee in collaboration with the chief of Human Resources or designee will select personnel for release into the excess pool. [See DK3(REGULATION).]

The excess pool is a pool of qualified personnel who have been identified based on the criteria outlined in this policy. [See DK3(REGULATION).]

Except as overridden by the Superintendent, a principal shall not be required to accept any employee assigned to his or her campus for whom the principal does not approve.

Campus Assignments

The principal’s criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

Supervision of Employees by Family Members

Principals and supervisors may hire and/or retain employees at the same school or work location who are related within the first, second, or third degree of consanguinity or affinity. Notwithstanding this provision, principals and supervisors are subject to the prohibition against employees reporting directly or indirectly to their own relatives, as described in this policy. [See also DBE(LEGAL), on NEPOTISM]

An employee shall not be assigned to work in a school, building, or department where the employee reports directly or indirectly to an administrator to whom the employee is related within the second degree by blood or marriage.

If such situations develop as a result of marriage, administrative transfer due to reorganization, or similar circumstances, both of the
employees involved shall bring it immediately to the attention of the 
appropriate administrator for resolution.

**Administrative Transfers**

A person assigned to an administrative position shall not be eligible 
for promotion or transfer from that position until completion of one 
year of employment unless transfer is approved by the Superinten-
dent.

**Supplemental Duties**

Noncontractual supplemental duties for which supplemental pay is 
received may be discontinued by either party at any time. An em-
ployee who wishes to relinquish a paid supplemental duty may do 
so by notifying the Superintendent or designee in writing. Paid 
supplemental duties are not part of the District’s contractual obliga-
tion to the employee and an employee shall hold no expectation of 
continuing assignment to any paid supplemental duty.

**Work Schedules**

The work week and daily time schedules shall be determined by 
the Superintendent or designee and principals.

**Transitional Duty Program**

A limited or transitional duty program shall be provided, in accord-
ance with administrative regulations, for employees who have an 
occupational injury or occupational illness and are temporarily un-
able to return to full regular duty status. The light-duty assignment 
shall be temporary and, if rejected by the employee, shall result in 
a reduction of workers’ compensation wage benefits. [See 
CRE(LEGAL)]

**Temporary Assignment of an Employee Suspended with Pay**

The Superintendent or designee may temporarily reassign an em-
ployee who has been suspended with pay from his or her regular 
duties when the Superintendent or designee determines it is in the 
best interest of the District. [See DFBA and DFCA(LEGAL)]